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*Office Memorandum* • UNITED STATES GOVERNMENT

25X1 | TO : Chief, Plans and Policy Staff

DATE: 13 September 1956

FROM : Chief, Intelligence School

SUBJECT: Weekly Activities Report #37  
5 September through 12 September 1956

25 YEAR RE-REVIEW

1. SIGNIFICANT ITEMS - None.

2. OTHER ACTIVITIES

a. Clerical Training

(1) During the week of 4 September there were 55 people in Clerical Induction Training and 16 people in Clerical Orientation.

(2) The results of the official Agency tests administered by Clerical Induction to Entrance-on-Duty employees for the week of 4 September were as follows: Of 15 people tested in shorthand, 4 qualified; of 24 people tested in typing, 11 qualified.

(3) Clerical Refresher #62 began on 10 September with 50 students enrolled from the following Agency components: DD/P, 13; DD/S, 21; DD/I, 14; O/DCI, 2.

(4) On 5 September Mrs. [ ] administered a typewriting pre-test to six servicemen who have come on duty and will be assigned to the Office of Communications.

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(5) Clerical Training has been requested by the Training Officer from FDD/00 to send an instructor to [ ] Building for one hour a day for a period of approximately four weeks to train a group of clerical employees in the fundamentals of English usage. Staff commitments are being studied to determine whether or not this request can be fulfilled in October.

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b. Administrative Training

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(1) Messrs. [ ] met with Mr. [ ] on 11 September in an attempt to resolve the differences of the DD/P regarding the Finance Handbook. A detailed memorandum of this meeting is attached to the weekly report from Administrative Training.

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(2) On 10 September Mrs. [ ] gave a lecture at the Dependents' Briefing.

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c. Intelligence Orientation

(1) The first week of Intelligence Orientation #1 ended on Friday, 7 September. The course is progressing most satisfactorily.

(2) All lectures in Intelligence Orientation #1 have been recorded and will be transcribed when time and workload permit. Edited transcriptions will be used (a) to create a master file of lecture material; (b) to provide guest speakers with a record of their remarks as the basis for revisions and additions to content; and (c) to provide a basis for the creation of a special self-study course for certain categories of personnel.

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(3) Mr. [ ] conducted the first two days of the Writing Workshop #9 in the absence of Mr. [ ] 25X1

(4) A proposal from the Office of Security for a special training course has been received and is under consideration.

(5) On 11 September the NSA Training Officer phoned to ask whether or not NSA is still able to enroll students in the Intelligence Orientation Course. He was told that the invitation issued several years ago is still open and that the quota originally established is still in effect.

d. Intelligence Training

(1) Writing Workshop #9 started on 10 September with a full quota of 12 students. Five are from the Office of Communications, three from OO, two from DD/P, and one each from ORR and the Management Staff.

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(2) Effective Speaking Course #1 (formerly Intelligence Briefing) given by [ ] started on 10 September with 14 students. Three are from FI, three from OCI, two from OCR, three from OTR, and one each from ORR, OO/Contacts, and Medical.

(3) The material for the OO/C Refresher, which will start on 17 September, has been transferred to 1717 H Street, where the course will be held.

e. Management Training

Basic Management #27 (GS 11-13) began Monday, 10 September, with a final enrollment of 19. The course was oversubscribed by 4 but the Registrar's Office negotiated a reduction to course limits, and there was one last-minute cancellation. Fifteen Agency components are represented, the greatest number we have ever had represented in one class. Six people are from the DD/P, five from the DD/I, seven from the DD/S and one from the Cable Secretariat.

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f. Orientation and Briefing

25X1 (1) Mr. [ ] assumed his duties as Chief/O&B on Tuesday,  
25X1 4 September. Miss [ ] assumed her responsibilities as his  
secretary on the same date. A good deal of their time so far has been  
spent on mastering the administrative details connected with this work.

(2) Much planning has been done in connection with the regular  
programs. One change which is planned is the scheduling of the CIA  
Introduction, which will from now on be given on Mondays as it originally  
was.

25X1 (3) Mr. [ ], and C/OB have agreed to cancel  
programs jointly or not cancel at all. If less than ten people are  
scheduled to attend a program in one week it will be cancelled.

(4) The next Departmental Briefing is scheduled for Tuesday  
morning, 25 September.

(5) Since only four people were able to attend the Dependents'  
Briefing on 10 and 11 September, a one-afternoon presentation was given  
by C/OB. Hereafter the Dependents' Briefing will be held on Tuesday  
and Wednesday afternoons of the first week of each month.

(6) On Tuesday, 11 September, 34 people attended the CIA Review.  
The briefing went smoothly and the audience evinced an interest in such  
things as the new building and the Career Service.

(7) On Thursday morning, 13 September, C/OB will give three short  
briefings to IAC personnel in connection with their invitation to visit  
the Intelligence Products Exhibit.

25X1 (8) Mr. [ ] of FE requested a briefing to be given in [ ]  
for the [ ] and his two associates. This will 25X1  
be given on Monday morning, 1 October. The FE Division Chief and the  
Branch and Section Chiefs concerned will also attend.

(9) Several other presentations will be given by C/OB, among them  
a one-hour presentation on CIA organization at the Naval Intelligence  
School, a three-hour presentation for the Junior Foreign Service Officers  
of the State Department, and a two-hour presentation on the national  
security structure at the CIC School, Fort Holabird, Maryland.

g. Instructor Training

From 10-14 September Mr. [ ] is conducting a class in Instructor 25X1  
Training for nine students. Most of these students are from the DD/P.

h. Reading Improvement

Nothing to report.

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i. Visual Aids Staff

The weekly activities report of the Visual Aids Staff is attached.

3. PERSONNEL NOTES

25X1 a. Miss [REDACTED], the summer employee working with the Administrative Training staff, left on Friday to return to school. Her work was most satisfactory and the additional help was greatly appreciated.

25X1 b. Mrs. [REDACTED] has returned from her vacation and has started the Effective Speaking course.

25X1 c. Mr. [REDACTED] will be on annual leave for three weeks, starting on 10 September.

25X1 d. Mrs. [REDACTED] will be on annual leave from 17 September to 8 October.



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